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Public Service	Career Diversity
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Training	Seasonal Jobs
Full Time	Part Time

HOW TO APPLY: Interested candidates in this position need to complete and submit a State of Maine Direct Hire Application, detailed Resume and Cover Letter.

SEND COMPLETED APPLICATIONS TO:
Natural Resources Service Center
Thomas Cotnoir, HR Generalist
155 State House Station
Augusta, Maine 04333

OR – email your application material to:
NRSCdirecthireapplications@maine.gov
Phone: 207-624-6396 Fax: 207-287-2216

APPLICATIONS MUST BE RECEIVED BY:
5:00 pm, November 13, 2015

Direct Hire Application forms can be obtained by contacting the NRSC Personnel Office at (207) 624-6370 or by accessing the NRSC website at www.maine.gov/nrsc/jobs/application.shtml

BENEFITS:

Value of State's share of Employee's Retirement: 15.3% of pay, **Employee Pays:** 7.65% of pay

Value of State-paid Dental Insurance: \$13.13 biweekly

Value of State-paid Health Insurance*:

Level 1: 100% State Contribution = \$397.61 biweekly (employee pays nothing)

Level 2: 95% State Contribution = \$377.73 biweekly (Employee pays: 5%)

Level 3: 90% State Contribution = \$357.85 biweekly (Employee pays: 5%)

Level 4: 85% State Contribution = \$337.97 biweekly (Employee pays: 5%)

*The level of actual value of state paid Health Insurance will be based on employee's wage rate and status with regard to the health credit premium program.

Direct Hire Career Opportunity Bulletin

DEPARTMENT OF ENVIRONMENTAL PROTECTION

State House Station #17, Augusta, ME 04333 - *Offices Located at 28 Tyson Drive, Augusta

ENVIRONMENTAL SPECIALIST III - (Air Emissions)

Opening Date: October 22, 2015

Closing Date: November 13, 2015

Location: Augusta

Position #: 08300-1972

Position Type: Permanent Full Time

Class Code: 9253-EIDM

Grade/Salary: 23 \$36,940.80 - \$50,003.20

This is a permanent, full-time position in the Bureau of Air Quality, Emissions Inventory and Data Management Unit based in Augusta.

BRIEF JOB DESCRIPTION: This position is responsible for:

- Administering the Department of Environmental Protection's Maine Air Emissions Inventory Reporting System (MAIRIS) which is used by facilities to report their annual air emissions;
- Compiling data on the release of air pollutants, including criteria pollutants, hazardous air pollutants, and greenhouse gases from various emission sources using custom and/or EPA based tools;
- Providing MAIRIS technical assistance and training to DEP staff and the regulated community, including preparing training materials, SOPs, and other documentation of business rules and procedures;
- Collaborating with department staff, OIT, and contractors to maintain and improve MAIRIS functionality;
- Identifying potential efficiencies and improvements to existing processes using innovative, creative, problem solving skills;
- Providing environmental/technical expertise to bureau staff on data extraction, analysis (often with short notice), and interpretation of emissions inventory and related data; and
- Providing day-to-day technical assistance to Bureau staff enabling users to meet business requirements.

For questions regarding the position, please call Bill Longfellow, 207-287-7883

MINIMUM QUALIFICATIONS: A six-year combination of education and/or experience in environmental, biological, physical science, or engineering which includes two years of environmental experience. Qualifying education must include at least 15 credit hours of science or engineering coursework from an accredited educational institution.

Preference will be given to candidates with the following skills and experience:

- Experience/knowledge of information management systems and relational database management concepts, including an understanding of sound principles of data QA/QC and use of Microsoft Access, Crystal Reports, or similar software;
- Experience with analyzing and presenting data, strong math skills, and knowledge of regulatory programs;
- Strong customer service and technical support skills including planning, training, and trouble-shooting as well as the ability to communicate technical information clearly and effectively, orally and in writing, with people of a wide range of skill levels.
- Demonstrated professional, cooperative, and approachable demeanor; and
- Demonstrated ability to determine the appropriate level of analysis required to reach the goal of a project, to weigh the investment versus the benefit of a project, to prioritize projects, and manage workload to meet deadlines.

When filling out the Application be sure to use the full Job Class Code: 9253-EIDM